



ANGUS S. KING, JR.
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
16 EDISON DRIVE
AUGUSTA, MAINE
04330

MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW, EMT-P
DIRECTOR

**Maine EMS
Examination Committee
Meeting Minutes
March 17, 1998
Maine EMS Conference Room, Augusta**

Present: T. Beals - Chair, J. LeBrun, J. Vaniotis, J. Caron, B. Zito, E. Charles, E. Ekholm,

Staff: D. White

1. Call To Order - The meeting was called to order at 9:40 am.

A. Introductions

Erik Ekholm and Ed Charles were introduced as the new Level I Instructor Representative and Level III Instructor Representative, respectively.

B. Assign Timekeeper - J. Vaniotis volunteered as timekeeper.

C. Additions/Deletions to the Agenda - None

2. Minutes - The minutes of the February 17, 1998, meeting were reviewed and accepted.

3. Old Business

A. Intermediate/Paramedic Skillsheets - Revision

The Committee reviewed/revised the Intermediate Cardiac Life Support station skillsheets. Extensive discussion centered on insuring that the revisions were based upon the current curriculum and protocol. J. LeBrun to rework the skillsheet for review at the next meeting.

B. Examination Process/*Examination Administrators Manual*

The Committee began work on the revision of the *Examination Administrators Manual*. After initial discussion as to how the process for revision would occur, **it was consensus to approach the revision as a group process to allow step by step progress as well as to assist the new committee members in becoming familiar with the current system and process. Subsequent to the initial review, further work may be accomplished by small work groups.**

J. LeBrun identified the need to modify the existing manual format to allow specific content updates (i.e. the ability to replace a specific page without reprinting and redistribution of the entire document).

Work to continue at the next meeting.

C. Data Collection/Review *Examiner Payment Record* Draft

D. White distributed a draft revision of the *Examiner Payment Record*. Revision suggestions were:

- ♦ to simplify the candidate information section by separating the "Re-Test" section from the other sections.
- ♦ to include a section to identify the stations re-tested
- ♦ to include a data field for reporting of setup and cleanup times.

D. White will redraft for the next meeting.

Discussion ensued on simplifying the station rotation system. E. Ekholm suggested an all-inclusive sheet that would replace the process now used at practical examinations (i.e. sheets are currently sorted and held on all candidates until the completion of the examination. Proposal would be to have a check-off sheet for all candidates to indicate stations completed and to serve as a practical examination roster). J. LeBrun will pilot the concept at the 3/19/98 practical in Tri-County.

D. Paramedic Written Exam - Update

D. White reported that the Paramedic written exam draft is approximately 50% completed. Work will continue as time and resources allow.

E. First Responder Curriculum Revision - Examination Considerations

The Committee received a copy of the Operations Team minutes that dealt with the components involved in instituting the revised Maine EMS First Responder curriculum and level of care. The Exam Committee was identified for development of examination requirements. This item to be included in next month's agenda.

5. Next Meeting

A. Set Agenda

Agenda to include: Intermediate/Paramedic Skillsheets
 Data Collection - Review *Examiner Payment Record*
 Paramedic Exam - Update
 Examination Process/*Examination Administrator's Manual* Review
 First Responder - Examination Considerations
 Ambulance Attendant/Critical Care Written Examinations

B. Set Date and Time - The next meeting will be held on April 21, 1998, at 9:30 am.
 at Maine EMS in Augusta.

6. Adjournment - The meeting was adjourned at 12:40 pm.

Respectfully submitted

Drexell White